



PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

28 October 2015

DCS-HRM
CIRCULAR
NUMBER 08-15

PROCUREMENT OF OFFICERS IN THE PHILIPPINE COAST GUARD SERVICE

I. AUTHORITY:

- a) DCS-HRM Number 05-08 dated 15 May 2008
- b) Republic Act 9993, Philippine Coast Guard Law
- c) Presidential Decree No. 1908
- d) DCS-HRM Number 01-11 dated 10 February 2011
- e) DCS-HRM Number 02-14 dated 27 January 2014
- f) DCS-HRM Number 05-14 dated 24 April 2014
- g) HPCG Circular Number 01-15 Addendum to 01-11 dated 05 March 2015

II. PURPOSE.

- a) This circular prescribes the general guidelines in the recruitment, screening, selection and processing of applicants for Officer/Commissionship and/or CAD.
- b) Prescribes the policy governing the granting of waivers for height specifically for Indigenous Group or Tribe, age, experience and education requirements for the purpose of Commissionship/CAD in the Philippine Coast Guard (PCG). The said requirements are based on the pertinent qualification standards and guidelines as set in pertinent PCG regulations.

- c) To recruit only the qualified applicants through a systematic, thorough and efficient recruitment system.

III. SCOPE. This policy applies to all applicants for Commissionship and Call to Active Duty (CAD) to the PCG service.

IV. DEFINITION OF TERMS.

A. Commissionship. Is the conferment/appointment of Officer to rank/grade of Ensign or Lieutenant in the PCG service.

Commissionship Applicants are for those that possess all the qualifications and none of the disqualifications provided under PCG Circular who aspire to become a Commissioned Officer in the Philippine Coast Guard service.

B. Call to Active Duty (CAD). Is the placement of a person to full-time Coast Guard duty as Ensign or Lieutenant in the PCG service

Applicants for Call to Active Duty are those who are appointed as ENSIGN from the regular force of inactive status and will be commissioned to the Coast Guard Service upon approval of the Secretary, DOTC after completion of the Coast Guard Officers Course.

C. Line Officers. Are officers who comply with all requirements for advancement in assignment and grades ultimately leading to the position of Commandant, PCG.

D. Technical Officers. Are officers who by nature of their pre-entry requirement in education and training are limited to be assigned to a particular occupational specialty.

V. QUALIFICATIONS IN THE PROCUREMENT OF OFFICERS:

Only applicants in qualified status shall be recommended for Officer or Commissionship:

a. Line Officer:

- 1) A natural-born citizen of the Philippines;
- 2) Of good moral character;
- 3) Unmarried and without a child;
- 4) Minimum Entry height requirement of 5'0 for both male and female applicants;
- 5) Physically and mentally qualified under the existing regulations for Coast Guard Service;

- 6) Holder of Baccalaureate degree requiring four (4) years or more of study, unless otherwise the course is under a Trimester Program duly acknowledged by Commission on Higher Education (CHED);
- 7) With Professional Civil Service Eligibility, PRC Licensed or any equivalence;
- 8) PCG Aptitude Battery Test rating of at least Average;
- 9) Within the following age bracket:

At least twenty-one (21) years of age but not more than twenty-six (26) years of age at the date of appointment in the PCG service, EXCEPT:

- a) PCG Non-officer who shall qualify for Commissionship, whose age should not be more than thirty (30) years on the date of appointment and have served at least one (1) full term of Enlistment.

b. Technical Officer:

- 1) Dentist, Veterinarian, Chemist, Chemical Engineer, Biologist, Marine Biologist, Nurse, Medical Technologist, Psychologist, Physical Therapist and other Professions considered by the Command as Technical:
 - a) A natural-born citizen of the Philippines;
 - b) Of good moral character;
 - c) Unmarried and without child;
 - d) Minimum Entry height requirement of 5'0 for both male and female applicants;
 - e) Physically and mentally qualified under the existing regulations for Coast Guard Service;
 - f) Board passer in their respective field of profession;
 - g) PCG Aptitude Battery Test rating of at least Average;
 - h) At least twenty-one (21) years of age but not more than twenty-six (26) years of age at the date of appointment in the PCG service.

- 2) Medical Doctor, Lawyer and Chaplain (Priest)/Imam
 - a) A natural-born citizen of the Philippines;
 - b) Of good moral character;
 - c) Medical Doctors, Lawyers and Imam can be married except for Priest;
 - d) Minimum Entry height requirement of 5'0 for both male and female applicants, however, height

waiver may also be allowed for the above Technical Officers;

- e) Physically and mentally qualified under the existing regulations for Coast Guard Service;
- f) Board or Bar passer in their respective field of profession;
- g) PCG Aptitude Battery Test rating of at least Average;
- h) At least twenty-six years (26) of age but not more than thirty-five (35) years old on the date of appointment;
- i) An endorsement from the Commanding Officer of Technical Service he/she is applying for, before processing of his/her application;
- j) Exception to Age Requirement:
 - i. If the applicant/s has previous government service and if tacked to the remaining years to be served in the PCG until reaching the compulsory age retirement of Fifty-six (56) years old, he/she can still accumulate at least 20 years in service to avail retirement benefits;
 - ii. If applicant/s has less than twenty (20) years in the service upon appointment, the applicant is still allowed to apply provided he/she is willing to sign an Affidavit of Undertaking that he/she is only entitled to separation benefits/pay instead of retirement benefits;
 - iii. If applicant/s for Medical Doctors, Lawyers and Priest/Imam agrees with the terms and conditions under the affidavit of undertaking, no age limitation will apply. However, physical fitness to undergo CGOC training will be one of the primary consideration for the Commander of Technical Services in assessing and recommending the applicant.
 - iv. The policy for age requirement for Technical Officers shall be reviewed by the Commanding Officers of the Technical Service every five (5) years.

VI. QUALIFICATIONS IN THE PROCUREMENT OF OFFICERS FOR CALL TO ACTIVE DUTY (CAD):

Only applicants in qualified status shall be recommended for Call to Active Duty:

1. A natural-born citizen of the Philippines;
2. Of good moral character;
3. Unmarried and without a child;
4. Minimum Entry height requirement of 5'0 for both male and female applicants;
5. Physically and mentally qualified under the existing regulations for Coast Guard Service;
6. Graduates of Philippine Merchant Marine Academy, US Merchant Marine Academy and Maritime Academy of Asia and the Pacific and other graduates of local and foreign service academies;
7. PCG Aptitude Battery Test rating of at least Average;
8. Within the age bracket of at least twenty-one (21) years of age but not more than twenty-six (26) years of age at the date of appointment in the PCG service.

VII. DISQUALIFICATIONS. Notwithstanding the provisions of paragraph V above, no applicant/s in any of the following categories shall be qualified for Commissionship or CAD:

- A. Persons serving as an officer, EM, official, or employee in any other capacity in the government or Armed Forces of any foreign country;
- B. Those who were convicted for offenses involving moral turpitude in military or civil courts or any of the crimes against, national security and law of nations, crimes against the fundamental laws of the state, crimes against public order or crimes against public moral;
- C. Has pending criminal, civil or administrative case;
- D. A deserter or felon;
- E. Those separated from the government or civilian service;
 1. Under dishonourable conditions.
 - a. As a result of court-martial.
 - b. As a result of administrative proceedings.
 2. For unsatisfactory services.
 3. Under any condition other than honorable.
- F. Those who will be rated seventy-nine percent (79%) and below during the conduct of deliberation, based on the criteria used by the Admissions Board.

VIII. GUIDELINES.

- A. The Candidates for Officer/Commissionship and/or CAD shall be recruited from all the provinces and cities as far as practicable. A nationwide test shall be conducted through designated testing centers.
- B. Recruitment Quota for Officer/Commissionship coming from non-officer shall not exceed three percent (3%) of the approved vacancy for a particular year.
- C. Recruitment Quota for Female Officer shall not be less than twenty percent (20%) of the approved vacancy for a particular year however this shall be applied in increments starting at ten percent (10%) until necessary facilities and provisions have been provided and made available in PCG units.
- D. The Command shall organize respective Personnel Procurement Team/s (PPT) to recruit, screen, select and process applicants from different regions of the country for Commissionship and CAD into the PCG service.
- E. An Admission Board for screening and panel deliberation of applicants for Commissionship and CAD shall be created:

The Admission Board for Officer shall be composed as follows:

Chief of Coast Guard Staff	- Chairman
DCS for HRM	- Member
DCS for Education & Training	- Member
Legal Officer	- Member
Medical Officer	- Member
Recruitment Officer	- Secretariat

- F. The result of PCGABT shall be valid for a period of one (1) year.
- G. Only Officer/Commissionship and/or CAD applicants in qualified status and have passed the PCGABT, Psychological Test, Medically Cleared and Panel Deliberation shall be included in the list of Candidates for appointment as Candidate Coast Guard Officer (CCGO) or Probationary Ensign.
- H. Qualified applicants or those included in the list of candidates for Commissionship and/or CAD shall submit the following requirements:

- 1) Personal History Sheet (PHS)
- 2) NBI Clearance
- 3) PNP Clearance
- 4) Crime Clearance
- 5) Mayor's Clearance
- 6) Municipal Trial Court Clearance (MTC)
- 7) Regional Trial Court Clearance (RTC)
- 8) Barangay Clearance
- 9) Diploma
- 10) Transcript Of Records (TOR)
- 11) PRC License/Certificate Of Civil Service
- 12) NSO Birth Certificate
- 13) Marriage Contract Of Parents
- 14) Certificate Of No Marriage (CENOMAR) available at NSO
- 15) Colored Full Body Picture (Postcard Size)
- 16) Residential Sketch

- I. The CPCG has the sole authority to grant waivers for deficient in pre-requirements for Commissionship and/or CAD in the PCG.
- J. Waivers may be granted only when certain position cannot be filled due to lack of qualified individuals.
- K. To offset any regulations which is not satisfied, only applicants who fall under any of the following shall be considered:
 1. Being a consistent scholar;
 2. Graduating within upper twenty percent (20%) bracket in his class for a particular course/degree;
 3. Those with proven Technical Skills and other qualifications needed by the PCG;
 4. Those who have previously served as non-uniformed personnel of the PCG; and
 5. Possessing an education higher than or in addition to the requisite educational or academic requirements.
- L. The Commandant, Philippine Coast Guard can waive only one (1) deficiency or regulation in favor of an individual for Commissionship/CAD.
- M. The Personnel Management Service (PMS) through its Recruitment Branch shall screen applicants who do not fully satisfy the regulations as stated above and determine if said individual possess redeeming qualification, professional competence or skills which would justify the grant of waiver.

- N. PMS shall then endorse the recommended names of applicants together with the justification for the grant of waiver to the CPCG for approval.
- O. Height waiver of an applicant belonging from Indigenous Group of People shall be waived without setting up a measurement limitation to it provided that the said applicant shall be required to submit to the PMS a certification duly issued by his/her/their head of chief in the group where he/she/they belong/s with a validation or verification of the said certification by the National Commission on Indigenous People (NCIP) in order to ascertain the authenticity of group membership of the applicant/s.
- P. Height waiver of an applicant belonging from Indigenous Group of People will be treated as case to case basis and shall be waived only if an applicant/s possesses a very desirable skill or traits that is needed by the command and skills that can contribute mainly on the functions of the PCG service.
- Q. Age waiver for applicants for Commissionship for Technical Officers shall be limited to not more than 36 years old which is in compliance to the requirement of RA 9993 so that said officer could at least render 20 years of active service to the PCG when he/she reaches the age of 56 years old, which is the age for compulsory retirement, **excluding** however those who have rendered government service to other government agency either as a uniformed official or as a civilian employee as qualified by R.A 9993, Sec 15. Active Service.

IX. PRE-ENTRY REQUIREMENTS COVERED BY THE GRANT OF WAIVERS:

- a) Pertinent provisions on age and other pre-entry requirements Commissionship/CAD are the following:
- i. For Line Officer

Rank	Years of Experience	Age Limit
P/ENS OR CCGO	0	21-26
P/ENS OR CCGO (EP Candidate)	0	21-30

ii. For Technical Officer

Rank	Years of Experience	Age Limit
LT	1	26-34

b) Height requirements for Male and Female Applicants must be 153 centimeters (cm) or 5'0 feet.

X. WAIVER PARAMETERS.

- a. The Commandant, PCG may grant the waiver for deficiencies on the requirements as stated in Para IX. Subject waiver for Age shall see to it that the condition of the deficiency shall not exceed two (2) years from the date of appointment.
- b. In addition to the above, the CPCG may further waive civil status pre-entry requirements for applicants who have previously served as PCG non-uniformed personnel provided that they satisfy at least two (2) criteria as stated in Para VIII (Guidelines) Letter K.


XI. RESCISSION. All provisions of existing policies and regulation, particularly DCS-HRM Number 05-08 dated 15 May 2008, DCS-HRM Number 01-11 dated 10 February 2011, DCS-HRM Number 02-14 dated 27 January 2014, DCS-HRM Number 05-14 dated 24 April 2014 and HPCG Circular Number 01-15 Addendum to 01-11 dated 05 March 2015 is hereby rescinded or modified accordingly upon approval and effectivity of this Circular.

XII. EFFECTIVITY. This policy shall take effect immediately upon approval.

BY COMMAND OF ADMIRAL ISORENA PCG.

OFFICIAL

OSCAR C ENDONA JR
CAPT PCG
Chief of Coast Guard Staff


LIEZEL B BAUTISTA
LCDR PCG
Coast Guard Adjutant *st/lt*